

DR 715-1-6

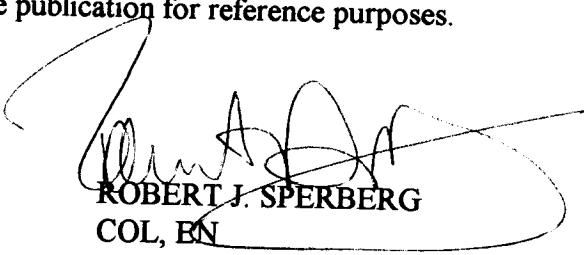
CESAW-CT

1 November 1995

District Regulation  
No. 715-1-6  
Change 1

Contracting Division  
REQUISITIONING PROCEDURES

1. This change to DR 715-1-6, 6 January 1993 changes paragraph 6.1, Procedures. This paragraph shall now read as follows: " The function of and responsibility for review and approval of requisitions is the responsibility of each Division or Office Chief. The Division or Office Chief is authorized to delegate this responsibility to the level he deems necessary for the efficient operation of his division or office. The initials or signature of those designated employees are required to evidence review of a requisition. A signature is required to indicate approval of a requisition."
2. File this change sheet in front of the publication for reference purposes.



ROBERT J. SPERBERG  
COL, EN  
Commanding

Distribution:  
D

DEPARTMENT OF THE ARMY  
Wilmington District, Corps of Engineers  
P.O. Box 1890  
Wilmington, NC 28402

DR 715-1-6

CESAW-CT

District Regulation  
715-1-6

06 January 1993

Procurement  
REQUISITIONING PROCEDURES

1. Purpose. The purpose of this regulation is to prescribe when requisitions for procurement action are to be submitted by District activities and the responsibility for review and approval of requisitions in general.
2. Applicability. This regulation is applicable to all elements of the Wilmington District.
3. References.
  - a. FAR, Parts 1, 11, 13, 14, 15, and 19.
  - b. DFARS, Parts 213, 214, 215, and 219.
  - c. AFARS, Parts 11, 13, 14, 15, and 19.
  - d. EFARS, Parts 14, 15, and 19.
  - e. District Pamphlet 715-1-1
  - f. ER 700-1-1
4. Policy. A requisition is required and shall be submitted to CESAW-CT to initiate acquisition action except in the following circumstances:
  - a. The acquisition of real property or any interest therein.
  - b. Requirements which may be procured by an ordering officer in accordance with letter of appointment and District Pamphlet No. 715-1-1.
  - c. Imprest fund reimbursement for expenditures on official travel.
  - d. Motor vehicles acquired from or through a specified Government agency (GSA).
  - e. Requests for reimbursement for expenditures on official business made on SF 1164.
5. Responsibility. Division Chiefs, Area Engineers, Resident Engineers and supervisors will assure that unauthorized individuals do not initiate actions which obligate Government funds. If an unauthorized commitment has taken place, it must be ratified in accordance with FAR 1.602-3 & AFAR 1.602-3. (The District Commander may ratify unauthorized actions up to \$2,500.00. Unauthorized actions in excess of \$2,500.00 must be submitted to HQUSACE for consideration.)

6. Procedures.

a. Purchase requests will be submitted on DA Form 3953 and completed in accordance with Appendix A of this regulation. The requisition will contain sufficient information for procurement action including detailed technical specifications, appropriation from which payment will be made, purpose and required delivery date. Purchase requests shall be reviewed by both Logistics Management and Contracting to ensure compliance with ER 700-1-1. Purchase requests not in compliance shall be returned to the initiating activity. Purchase requests for sole source or brand name (no equal) procurement must include a justification by the approving official (See FAR 6.303 for contents of justification). Requisition originators will not solicit prices in an effort to expedite procurement actions nor will requirements be split to avoid monetary limitations. Requisitions submitted to modify a previous procurement action must be assigned a current requisition number and refer to the previous requisition or purchase order number in the description of supplies/services. Modifications should fully detail those changes or additions that are necessary to the original procurement action.

b. Requesting activities shall submit purchase requests sufficiently in advance of the required performance or delivery date to provide adequate time to develop the solicitation, solicit bids, evaluate bids, and allow contractor start-up time.

c. Procurement Administrative Lead Time (PALT) begins on the date a complete and valid purchase request is received in the Contracting Division and ends on the date an order/award is placed.

d. PALT goals (stated in calendar days) for processing purchase requests are as follows:

Type of Acquisition	Imprest Fund		Purchase Order		IFB	RFP*	RFP**
	<\$500	<\$2500	<\$25,000	>25,000		<\$500,000	>\$500,000
Supplies	5	10	30	90		120	150
Services	5	10	30	120		150	150
Construction	5	10	@30	120		150	150
ADPE	5	10	30	120		150	150

\*RFP (<\$500,000) - 30 additional days are required if negotiations are necessary; if not, IFB PALT's apply.

\*\*RFP (>\$500,000) - additional 30 days necessary if audit is required.

@ Construction <\$25,000, 75 days if wage rates are required.

e. Requirements over \$25,000.00 which specify a shorter lead time than set forth shall include a statement by the approving official which justifies the urgency and be approved by the District's Competition Advocate.

The statement shall comply with FAR 6.301 by addressing the following:

(1) Specific circumstances that prove the need is of an unusual and compelling urgency.

(2) Anticipated results if the requirement is delayed by complying with the lead times set forth above. This must reflect how the Government would be seriously injured, financially or otherwise, if the requirement is not completed by a certain date.

(3) The reason(s) why advance procurement planning was not possible.

f. Requirements below \$25,000.00 which specify a shorter lead time than set forth must include a brief statement by the approving official which supports immediate procurement action.

g. Urgent requests for procurement action for the purpose of obligation of funds by the end of the quarter or the end of the fiscal year or due to lack of advance planning cannot be considered.

h. In accordance with FAR, Part 19, each procurement action with an anticipated dollar value in excess of \$25,000.00 shall be considered for small business set-aside. The dollar threshold for construction, including maintenance and repair, as prescribed by AFARS part 19 is in excess of \$5,000.00. The initial recommendation for set-aside or non set-aside shall be made by the Division Chief of the requisitioning activity. In the event a small business set-aside is not recommended, a justification shall be prepared by the requisitioning activity and submitted thru the SADBUS to the Contracting Officer. The justification shall be in sufficient detail to support the non set-aside recommendation. Specific areas to be addressed include, but are not limited to, a detailed description of the requirement indicating those factors such as complexity, proprietary data, or equipment requirements which place the procurement outside the capability of small business and procurement history of similar requirements indicating whether or not there was participation by small business. The set-aside determination is made by the contracting officer based on the recommendation of the requisitioning official, procurement officials and SADBUS.

i. As prescribed by FAR, Part 13, each procurement action for supplies or services that has an anticipated dollar value of \$25,000.00 or less and is subject to small purchase procedures is set-aside exclusively for small business. In those instances where a small business set-aside is not recommended, a full justification must be submitted with the purchase requisition thru the SADBUS to the Contracting Officer.

j. Requisitions for services exceeding \$2,500.00 and construction work exceeding \$2,000.00 will require a wage determination from the Department of Labor prior to solicitation of quotations or bids. normally, 90 days is required to obtain wage rates.

k. Requisitions received by the Contracting Division which are not prepared or approved and reviewed in compliance herewith, or do not provide information adequate to initiate procurement, will be promptly returned to the initiating activity for remedial action. Contracting Division will refer any requisition listing a questionable item to the Deputy Commander for approval prior to initiating procurement action regardless of dollar value.

1. The function of and responsibility for review and approval of requisitions will not be delegated below Branch Chief level. Initials or signature of designated employees are required to evidence review of a requisition. Signature is required to indicate approval of requisition.

m. Individuals who initiate requisitions are responsible for proper routing to obtain required approvals and reviews. Show office symbol of reviewers in the block entitled "THRU". Approval signature is indicated in block entitled Commanding Officer or Designee. All requisitions must be routed through LM and RM, as a minimum, prior to being forwarded to CT.

7. Approval of Requisitions.

Signature of approving official (Commander/Designee) indicates concurrence in the requested action and that the supplies/services are mission essential. Approving officials are responsible for determining basic needs.

8. Review of Requisitions.

a. Requisitions require review by various elements of the District Office to determine availability from stock or excess property lists, compliance with regulations, correct fund citation, legality or propriety of purchase, and to provide designated staff chiefs an opportunity to review proposed purchases in their area of responsibility.

b. Initials or signature of reviewing official signifies concurrence. Nonconcurrence for any reason should be resolved with requisitioning activity before forwarding to Contracting Division. Any pen and ink changes to a requisition during the review cycle should be initialed by the individual making the change.

c. Requisitions for specific supplies and services shall be staffed as follows before final submission to Contracting. All requisitions must be staffed through CESAW-LM and CESAW-RM-F.

(1) Property items, office furniture, furnishings, office supplies and equipment, office machines, repair and maintenance of office equipment, repairs to motor vehicles, and hand tools over \$50.00 - Chief, Supply Branch, Logistics Management, CESAW-LM-S.

(2) Any Plant Replacement and Improvement Items (PRIP) -PRIP Manager, CESAW-RM-B.

(3) Safety Equipment and Chemicals (paint, thinner, pesticides, solvents, etc.) and Medical Services - Chief, Safety and Occupational Health Office, CESAW-SO.

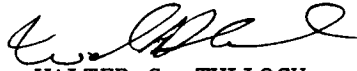
(4) Books, Publications, Subscriptions, ADP Equipment/Services, Microcomputers, Printers, Hydrological Data Collection Equipment, Audio-visual Equipment (including television, motion picture camera) Photographic Services/Supplies, Radio Equipment/Services, Telephone Equipment/Services, Express Mail, Postal Equipment, Postage, Filing Equipment, Copiers, Computer Software, and Printing Equipment/Services - Information Management, CESAW-IM-S.

(5) Acquisition, alteration, repair of any O&M project owned buildings and structures - Construction Operations, CESAW-CO.

(6) Acquisition, repair, modification of any floating plant, mobile land plant (other than motor vehicles), construction equipment and fixed land plant and work tools not otherwise listed above; whether revolving fund (PRIP) or project-owned-Construction Operations, CESAW-CO.

(7) Acquisition, alteration, repair of any revolving fund buildings and structures - Construction Operations, CESAW-CO.

9. Deliveries. All requisitions shall specify a complete delivery address.



WALTER S. TULLOCH  
COL, Corps of Engineers  
Commanding

Distribution:

D